

**PERSONAL GROOMING & ETIQUETTE**  
**Course Contents in detail**

The sessions consist of:

- Self-assessment and brief introduction of each individual and a discussion following of how the speech pattern, diction and body language can be improved upon. The interactive sessions eases the atmosphere as everyone has some areas that need improvement. This is followed by exercises in speech and diction where each person needs and joins in mutual discussions. At the end of this session the group gets honest appraisal of each other from a personal point of view and that of the instructor.
  
- The sessions include various verbal exercises to polish enunciation and pronunciations. Words that are practically used everyday but mispronounced and not understood are tackled and the student uses these within the context of a complex sentence which examines the correct use of grammar. Voice modulation in using the correct range and level of tone are an underlying part of almost every session. Being an expressly interactive and unstructured course, there is total freedom for the participant to interrupt and ask questions – even those that do not pertain to the discussion.
  
- Conversational skills are practiced at every level – social and business if desired – putting across your point of view emphatically and convincingly. Homophones – words that are confusing as they are similar sounding but different in meaning and spelling are worked on. Each student gets chance to speak and use a set of words. Commonly used Foreign phrases are correctly taught e.g the meaning of “quid pro quo” which is used so often and the meaning and usage not thoroughly understood. These phrases are used in legal practice and in references throughout the world. Any individual who believes that he is adept at the language should wield these with subtlety.
  
- By now the participants would have realized their areas of weakness and how they should reach the platform where they could be at the least – passable public speakers (when and if the occasion arises.) this session is extremely interactive and enjoyable and set up to shed inhibitions. It is very effective in breaking in breaking personal and social barriers. – the participants combined in sets of two or three, design their own ‘plot’ and enact emotions which are usually buried deep within the psyche. At the end of this session – they are relaxed – “at home” with each other and now feel that they are capable to move another session.
  
- The samples of speeches will be distributed to the participants at the beginning of the sessions along with the other notes. They can use some of the phrases and words, but originality of the ideas, vocabulary and delivery are to be aimed at.

Usages of regular megaphones as well as taped mikes are taught. Each participants gets up – moves to the podium and delivers a) A welcome address or a vote of thanks and also a speeches and presentations which has been written and prepared by the participants. The strengths and weaknesses of this ‘public speaking’ exercise are discussed with each candidate. If possible the group is videotaped and the tape played back so they see themselves in ‘replay’. All individuals are handled with a great deal of tact and humor.

- The entire course is energized and is an excellent stimulus to the continuous process of self-improvement.

**Topics Covered in brief would be:**

Self assessment and brief introduction of each individual  
Identifying individual areas that need improvement- speech pattern, diction, body language, enunciation and pronunciations  
Conversational Techniques  
Build self-confidence and self-esteem  
Voice modulation  
Greetings, Introductions the art of small talk-  
Making a Great First Impression  
Visiting cards exchange  
How to make proper introductions,  
Paying & receiving compliments,  
Small Talk & Networking, Increase valuable business relationships  
Designer terminology  
Body Language, Poise, Eye Contact  
Fine dining.  
Styles of Eating  
Silverware Savvy , The Role of the Napkin  
How to Eat Various Foods, Foods to Avoid  
Travel etiquette  
Clothes and Corporate Culture, Personal Props and Accessories for Men and Women  
Color Strategies for Everyone  
Corporate role play  
Developing Your Professional and Personal Image